



## AIR FORCE PRODUCTIVITY AWARDS FOR PROFESSIONAL EXCELLENCE

### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO) for the monthly CD-ROM or access to the bulletin board system. Paper publications will be discontinued in December 1996.

---

This instruction implements AFD 36-28, *Awards and Decorations Program*, and is intended to enhance participation in Productivity Enhancing Capital Investment (PECI) Programs, and other productivity programs. It provides guidance and procedures for submitting nominations for the Air Force Productivity Awards for Professional Excellence. It is not intended to keep commands or functions from having internal productivity awards programs. These awards recognize the outstanding command, group, and individuals who through their innovative ideas and achievements contribute to the improvement of productivity in the Air Force during the preceding 12 months ending on 30 September.

### SUMMARY OF REVISIONS

This revision renames the award; clarifies the criteria to reward command, and individuals; adds criteria to reward a group; adds format for the Group (Atch 3); and renumbers the attachment for the Nomination Format for Officer, Enlisted, or Civilian.

**1. Categories of Awards.** There are five Air Force Productivity Award categories: command, group, and three individuals (officer, enlisted, and civilian). The awards are named below.

1.1. Command. Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU) may submit award packages for their respective commands when they believe the activity of said command meets award criteria and there is an exceptional level of participation or quality of achievements exhibited within the command.

1.2. Group. This consists of no more than 6 individuals.

1.3. Officer.

1.4. Enlisted.

1.5. Civilian.

### 2. Criteria.

2.1. A command, group, or individual will demonstrate superior performance when compared with all other commands or persons being considered.

2.2. The determining factors in selecting command, group, and individual award winners are specific, imaginative, and innovative achievements that have increased quality and productivity through promotion and participation in Peci Programs and other productivity programs.

### 3. Submitting Nominations.

3.1. Each command may submit one nomination in each category.

3.2. Each HQ USAF two-letter office, MAJCOM, FOA, and DRU may submit one group nomination and one nominee for each individual category--officer, enlisted, and civilian. Air Staff offices will nominate only Air Staff personnel.

3.3. Deadline for nominations is 15 Jan.

3.3.1. Send nominations to HQ USAF/PER, 1070 Air Force Pentagon, Washington, DC 20330-1070.

---

Supersedes: AFI36-2830, 18 December 1993.  
OPR: HQ USAF/PER (Ms Lorraine T. Coleman)

Certified by: HQ USAF/PE (Maj Gen John W. Handy)  
Pages: 6/Distribution: F

- 3.3.1.1. Assistant or Principal Deputy Assistant Secretaries, Air Staff Deputy Chiefs of Staff, or Directors are authorized to sign the transmittal letter.
- 3.3.1.2. For MAJCOMs, FOAs, or DRUs, the commander or vice commander is authorized to sign the transmittal letter.
- 3.3.1.3. Nomination packages should be prepared according to the format in Attachments 2, 3, and 4, (binders, covers, tab cover pages, attachments, etc., should not be used).
- 3.3.1.4. Submit an original and five copies of each nomination package.

**4. Selection Process:** HQ USAF/PER appoints an ad hoc committee to review and score the nominations for the command, group, and individual awards. HQ USAF/PE makes the final selection and notifies the winner.

**5. Presentation of Awards.**

- 5.1. Command, group, and individual winners receive recognition mementos at a formal ceremony held in the Pentagon.
- 5.2. Individual award winners are also entitled to wear the Air Force Recognition Ribbon or Lapel Pin according to AFI 36-2805, Special Trophies and Awards.

JOHN W. HANDY, Maj Gen, USAF  
Director of Programs & Evaluation

## **HEADQUARTERS, UNITED STATES AIR FORCE (HQ USAF) RESPONSIBILITIES**

### **A1.1. HQ USAF/PE:**

- Prepares competition packages for ad hoc committee to rate.
- Compiles results of ad hoc committee ratings.
- Selects and announces winners to the field.
- Provides plaques and certificates for winners.
- Arranges appropriate recognition ceremony and reception.

### **A1.2. Other HQ USAF Directorates:**

A1.2.1. Directorate personnel, appointed by HQ USAF/PER, will serve on ad hoc committees to rate nomination packages.

## NOMINATION FORMAT FOR COMMAND

### I. Administrative Data:

Command (MAJCOM, FOA, DRU being nominated):

Project Officer (Name, address and Defense Satellite

Network number of the individual responsible for the nomination):

II. Narrative: The nomination is limited to four double-spaced pages. Identify in separate paragraphs each major accomplishment for which the command is being nominated. Those accomplishments that are an integral part of an existing productivity related program, e.g., Fast Payback Capital Investment (FASCAP), Productivity Investment Fund (PIF), substantial improvements through suggestions, special acts, or other initiatives should be included in a program summary rather than identified separately. The nomination should reflect efforts across the command and not be limited to those initiated or controlled by the Productivity Principal. The nomination should include the following:

a. Title and Description. If a program is already described in AFPD 38-3, then only the title is necessary. A table may be used to summarize an entire program. If a table is used, also include a brief description of one or two of the program's major accomplishments to serve as examples. A narrative format is suggested for all separately identified accomplishments.

b. Quantifiable Savings. Identify manpower and dollar savings, where appropriate, for both the year of the nomination and life cycle. Differentiate between hard savings and cost avoidances. If additional resources were invested to produce the savings, identify the investment and costs and the expected life cycle return-on-investment (ROI).

c. Other Quantifiable Benefits. Include specific quantifiable benefits, where appropriate, that enhance the importance of the accomplishments (e.g., increased productivity rate, decreased unit cost, increased readiness rate, reduced overtime, etc.). For program summaries, provide this information for the selected examples, not for every accomplishment included in the table.

d. Non- Quantifiable Benefits. Describe pertinent nonquantifiable benefits, where appropriate, that enhance the stature of the accomplishment (e.g., improved quality of output, increased mission effectiveness, etc.). For program summaries, provide this information for the selected examples, not for every accomplishment included in the table.

III. Promotional Efforts. Identify specific efforts initiated by the command to promote the awareness of and accomplishments made through the productivity program (e.g., flyers, posters, videotapes, briefings, seminars and conferences, training sessions, displays, etc.).

IV. Other. Include information not directly related to a specific program or accomplishment that shows the command should receive the award.

## NOMINATION FORMAT FOR GROUP

I. Administrative Data: Provide for each individual.

Name: Command:

Grade: Duty Phone:

SSAN: Location:

Duty Title: Project Officer/Duty Phone:

II. Narrative: Identify, in separate paragraphs, each accomplishment for which the group is being nominated. Nomination must not exceed three double-spaced pages. The narrative should include the following:

a. Title and Description. Include enough information for the selection committee to have a general understanding of the accomplishment.

b. Role of the Group Nominees. Briefly describe the role played by the group which led to the accomplishments. Initiatives that are related to productivity programs, such as Fast Payback Capital Investment (FASCAP), Productivity Investment Fund (PIF), substantial improvements through suggestions, special acts, or other initiatives, should be included in an accomplishment summary rather than identified separately.

c. Quantifiable Savings. Identify manpower and dollar savings, where applicable, for both year of nomination and life cycle. Differentiate between hard savings and cost avoidance.

d. Other Quantifiable Savings. Include other quantifiable benefits, where appropriate, that enhance the stature of the accomplishment (e.g., increased productivity rate, decreased unit cost, increased readiness rate, reduced overtime, etc.).

e. Non- Quantifiable Benefits. Describe pertinent non-quantifiable benefits, where appropriate, that enhance the importance of the achievement (e.g., increased morale, improved inspection and evaluation results, improved quality of output, increased mission effectiveness, etc.).

III. Other. Include information not related directly to a specific achievement that shows why the group should receive the award.

**NOMINATION FORMAT FOR OFFICER, ENLISTED, OR CIVILIAN****I. Administrative Data:**

Name: Command:

Grade: Duty Phone:

SSAN: Location:

Duty Title: Project Officer/Duty Phone:

**II. Narrative:** Identify, in separate paragraphs, each accomplishment for which the person is being nominated. Nominations must not exceed two double-spaced pages. Each narrative should include the following:

a. Title and Description. Include enough information for the selection committee to have a general understanding of the accomplishment.

b. Role of the Nominee. Briefly describe the role played by the nominee which led to the accomplishments. Initiatives that are related to productivity programs, such as Fast Payback Capital Investment (FASCAP), (Productivity Investment Funds (PIF), substantial improvements through suggestions, special acts, or other initiatives, should be included in an accomplishment summary rather than identified separately.

c. Quantifiable Savings. Identify manpower and dollar savings, where applicable, for both year of nomination and life cycle. Differentiate between hard savings and cost avoidance.

d. Other Quantifiable Savings. Include other quantifiable benefits, where appropriate, that enhance the stature of the accomplishment (e.g., increased productivity rate, decreased unit cost, increased readiness rate, reduced overtime, etc.).

e. Non- Quantifiable Benefits. Describe pertinent non-quantifiable benefits, where appropriate, that enhance the importance of the achievement (e.g., increased morale, improved inspection and evaluation results, improved quality of output, increased mission effectiveness, etc.).

**III. Other.** Include information not related directly to a specific achievement that shows why the nominee should receive the award.